

NOTICE OF VACANCY

Clark County Juvenile Court
101 E. Columbia Street
Springfield, OH 45502
937 521-1600

POSITION TITLE: COMPROLLER/CHIEF FINANCIAL OFFICER

SALARY RANGE: This is a salaried position. Range: \$45,000.00 - \$55,000.00

RESPONSIBILITIES AND DUTIES: The Court's Chief Financial Officer is responsible to oversee and maintain the financial records of the court; process invoices for payment; work with the Judge and Court administrator to prepare budgetary documents for the Clark County Commissioners and other branches of government; oversee all financial transactions for the court, including but not limited to preparing financial forms and reports for grants; to oversee the preparation of all filings for claims for monies from the State of Ohio, the United States of America and other public and private funding entities; and to perform any and all other assignments given to the Chief Financial Officer by the Judge and/or Court Administrator.

QUALIFICATIONS: Applicants should have experience as a public accountant, preferably in the State of Ohio, with at least a bachelor's degree in public accounting or a related field of study (master's degree preferred) and possess a valid Ohio driver's license. Significant auditing experience is preferred. References from government entities are required.

INSTRUCTIONS TO APPLY: Applicants interested in this position should submit an employment application, resume and letter of interest to Thomas W. Wilson, Court Administrator, Clark County Juvenile Court, 101 E. Columbia Street, Springfield, OH 45502, telephone 937-521-1600. Applicants may use the attached form, or obtain an application form by telephoning the court at 937-521-1600, press 0 for operator and ask that a form be mailed to your attention. Applicants needing accommodation in completing this application please contact the Clark County Commission Office at 937 328-2413.

DEADLINE FOR APPLYING: Friday, August 18, 2006 at 4:00 p.m.

EQUAL OPPORTUNITY/ADA COMPLIANCE EMPLOYER, M/F V/H